

## NOTICE OF VACANCY

**AUGUSTA, GEORGIA** is presently in the process of recruiting for the position described below. Applications for the position will be given and taken at the **HUMAN RESOURCES DEPARTMENT** on:

**MONDAY - FRIDAY**

**9:00 A.M. - 4:00 P.M.**

After the recruiting period is expired, the applications will be referred to the respective department.

**JOB TITLE:**

**Accountant I**

**DEPARTMENT:**

**Public Works – Solid Waste**

**SALARY:**

**\$32,569.00 Annually**

**OPEN UNTIL FILLED**

### **MINIMUM QUALIFICATIONS:**

BA/BS in Accounting, Business Administration, or Finance. 5+ years in similar position or sufficient experience. Considerable knowledge of procedures and requirements for budget preparation, review and analysis procedures, financial system operation, and local government accounting. Familiarity and relevant federal, state and local laws and county policies and procedures. Proficiency in principles of generally accepted accounting practices, planning, organizing, establishing priorities, and interpersonal relations. Proficiency in concepts of organizational management, operation of personal computer, both in general and specific to specialized software (i.e., spreadsheets, word processor, etc.) report preparation and mathematical calculations. Proficiency in the operating of Windows and computer based software. Good communication skills, both oral and written. Demonstrated ability to work independently.

### **MAJOR DUTIES:**

Provide detail accounting, budgeting and financial duties for the Solid Waste Facility and Public Works. Provide and run system accounting and budgeting reports of Management. Assists in the Solid Waste and Public Works capital projects, interpreting financial impact of bids/contracts, proposals, and pricing models. Ensure proper financial controls are established and maintained. Perform detail audits of operation, systems, accounts and processes in order to successfully surpass external public and internal audits, assist auditors with schedules, data and reports. Assets management and accountability for the entire property, equipment, capital depreciation/amortization items. Responsible for the accuracy of accounting reports, invoices, statements, program data and information systems. Manage Solid Waste Accounts Receivables file, Write Off accounts and perform collection duties for all credit past due accounts of the Landfill. Give daily support to the Landfill Solid Waste and Public Works Management Staff. Other duties as assigned.

**ROOM 601, MUNICIPAL BUILDING**

**AUGUSTA, GA 30911**

**We are an equal opportunity employer.**